

Course Management and Preparation Topics

CONSIDERATIONS FOR LARGE COURSES WITH MULTIPLE TF'S

COMMUNICATION WITHIN THE TEACHING TEAM

- How often will you meet as a teaching team? Will the TF's meet separately from the faculty?
- How will the TF's divide course-related tasks? For example, will one take on the website while another takes attendance and a third handles video recordings of class sessions? Or will you take on tasks organically, as they arise?
- What is the role of the staff assistant in the course? What types of tasks are reasonable to requests of the staff assistant (e.g., returning papers, copying, etc.)? How much lead time is sufficient?

YOUR AVAILABILITY TO STUDENTS

- How will you set up office hours?
- How will you handle requests from students including meeting outside of office hours? For example, will you create a centralized e-mail account, or have TF's reply as requests come in?
- What are the time limits for requesting help before an assignment is due? Will these be the same across all TF's? For example, are some TF's willing to answer late-night requests while others are not? If so, will you let students negotiate these differences or make them public? Will you create review sessions?

SUPPORTING COURSE CONTENT

- When is it appropriate for you to interject during lecture? Try to think of an example that is appropriate and one that is inappropriate.
- How will you communicate to each other and faculty if common areas of difficulty and/or confusion around course content are surfacing amongst students?
- Consider the following teaching scenario: One of the students, Emmanuel, asks you for help with a difficult, multi-step problem. He has given it a try but has not gotten very far. How do you approach it? What is your balance between explaining and asking questions? What do you do if he continues to be very confused? What about if he is persistent in trying to get you to help him find the final, correct answer?

GRADING AND ASSIGNMENTS

- How will you handle grading as a team? Will follow specific protocol to increase your inter-rater reliability when it comes to grading? Will you rotate so that all students are graded by the group of TF's, or will some TF's work with the same students through the semester?